



TEXAS  
Health and Human  
Services

# **Independent School Districts**

---

## **Random Moment Time Study**

# What is Random Moment Time Study (RMTS)?

---

- A valid random sampling technique that measures the participant's time performing work activities
- The “Moment” represents one minute of time that is randomly selected from all available moments within the quarter
- Statewide time study sample

Regardless of the district the time study participant is located, once the moment has occurred, please logon to STAIRS and respond to the series of questions documenting the activity being performed and the name of the district.



# Overview - Purpose of RMTS

---

- To determine the percentage of time the ISD incurs assisting individuals to access medically necessary Medicaid funded services

Direct Medical Services - SHARS

Medicaid Outreach

Medicaid Eligibility Determination

Medicaid Referral, Coordination, and Monitoring

Medicaid Staff Training

Medicaid Transportation

Medicaid Translation

Medicaid Program Planning, Development & Interagency Coordination

Medicaid Provider Relations

- To Reasonably identify staff time spent on activities during the given quarter.



# Overview - Time Study Activities

---

- **Direct Medical** – Providing care, treatment and/or counseling
- **Outreach** – Informing students, families and groups about available services
- **Eligibility** – Assisting students or families with the Medicaid eligibility process
- **Referral, Coordination, and Monitoring** – Making referrals, coordinating and/or monitoring activities on a student's IEP
- **Staff Training** – Coordinating, conducting or participating in training pertaining to medical or Medicaid services
- **Translation** – Arranging or providing translation to a student or family to access medical or Medicaid services
- **Transportation** – (Exclude bus drivers) aides and monitors accompanying students in need of personal care services or arranging transportation to medical services
- **Program Planning, Development & Interagency Coordination** – Developing strategies to improve the coordination and delivery of medical or Medicaid services
- **Provider Relations** – Activities to secure and maintain Medicaid providers



# Overview- RMTS Process



# Requirements - Training

---

- Each RMTS Contact must complete HHSC training annually
- RMTS contacts are required to complete only one HHS annual initial training and then are eligible to take “refresher” trainings.
- Initial training must be interactive and therefore must be conducted via Face-to-Face, Webinar, Skype or Teleconference
- Refresher training may be conducted via CD's, videos, web-based and self-paced training
- HHSC recommends that all participating ISD's have at least 2 employees attend mandatory RMTS Contact training
- Trained RMTS contacts are responsible for training Time Study (TS) participants annually
- MAC Financial Contact training and SHARS Financial Contact training are mandatory and held separately





# Requirements for RMTS

---

## In order to participate, you must...

- Time Study Periods (Federal Fiscal Quarters)
  - 1st Quarter - October, November, December
  - 2nd Quarter - January, February, March
  - 3rd Quarter - April, May, June
  - 4th Quarter – No Time Study conducted
- For SHARS - An active Texas Provider Identifier (TPI) number from TMHP is required.
- For MAC - A valid HCAT number from HHSC is required.
- Participant List (PL) must be certified for ISD to participate in the random moment time study (RMTS).
- To be included on the MAC claim and/or SHARS cost report position must be included on the PL.
- A statewide response rate of 85% for RMTS moments is required.
- Mandatory annual training for RMTS Contact and participants is required.



# Requirements - Important Dates

---

Event	Opens/Begins	Closes/Ends (6 p.m. CT)
-------	--------------	----------------------------

---

## Participant List (PL)

1st Quarter PL	05/16/2019	09/13/2019
2nd Quarter PL	09/14/2019	12/13/2019
3rd Quarter PL	12/14/2019	03/06/2020

## Time Study (TS)

1st Quarter TS	10/01/2019	12/12/2019
2nd Quarter TS	01/09/2020	03/30/2020
3rd Quarter TS	04/01/2020	05/29/2020





# PL - Development

---

- At the beginning of each quarter only the trained RMTS Contact provides in STAIRS a comprehensive list of staff eligible to participate in the RMTS.
- Once PL is closed you cannot add/delete a participant nor change position/function category.
- No changes can be made after the 3rd quarter PL closes until next FFY PL opens, unless you attend an early May training which gains you access to PL mid-May.



TEXAS  
Health and Human  
Services

# PL - Development

---

An accurate PL is a critical part for ensuring eligibility for MAC and/or SHARS

**If an ISD does not update/certify its PL by the deadline:**

They are ineligible to submit a MAC claim for that quarter

They are ineligible for SHARS reimbursement for the entire FFY 2020

- Every time the PL is updated, it is also certified.

The RMTS Contact must open the PL and click the “certify the PL” button prior to the deadline, even if there are no changes to the participant list from the previous quarter.

- Reminder e-mails will be sent only to those ISDs that have not certified their PL.
- The PL provides a basis to identify the positions that may be included in the MAC claim and SHARS cost report



# Email Messages

---

- Types of Communication managed predominantly via e-mail, i.e.:
  - RMTS moment notifications and follow ups
  - Participant list updates
  - Compliance follow-ups
  - MAC Financial notifications and follow-ups
- Role in Fairbanks dictates what messages you receive
- It's critical that your district authorize your e-mail system to accept emails from Fairbanks.
- Confirm with your IT staff to make sure that e-mails with [info@fairbanksllc.com](mailto:info@fairbanksllc.com), and [@hhsc.state.tx.us](mailto:@hhsc.state.tx.us) extensions pass through firewalls and spam filters.



# Contact Information

---

## Time Study

- Richard Baylie - Director (512) 490-3194
- Ri-Chard Thomas – Team Lead
- Alexandra Young – Rate Analyst

## E-Mail Address

TimeStudy@hhsc.state.tx.us

## Website

<https://rad.hhs.texas.gov/time-study/time-study-independent-school-district-isd>

## Fairbanks, LLC.

info@fairbanksllc.com

(888) 321-1225





TEXAS  
Health and Human  
Services

# Thank you

---

Time Study Unit